

REGULAR MEETING of the Burrillville Library Building Committee held Thursday, July 13, 2006 at 6:38 P.M. at the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran

MEMBERS ABSENT: Michael A. Caron

EX OFFICIO MEMBER: William A. Andrews, Town Councilor

I. APPROVAL OF MINUTES

That the question of accepting the minutes of the regular meetings of the Burrillville Library Building Committee held June 7 and June 15, 2006 and the question of dispensing with the reading of said minutes.

Note: the question of accepting the June 7, 2006 minutes was continued to a future meeting.

Discussion: James H. Moran requested that the June 15, 2006 minutes be amended to reflect the fact that he had been excused from the meeting. Pamela Choi Redfern of Newport Collaborative asked that the discussion of electrical fixtures include the discussion that

utilizing Pascoag Utility District as supplier would not result in a cost saving.

VOTED to approve with the proposed changes the minutes of the regular meeting held June 15, 2006.

Motion by David C. Ketcham. Seconded by G. Wayne Miller. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

II. REVIEW AND ACT ON CORRESPONDENCE

VOTED to receive and file the letter from Newport Collaborative dated June 27, 2006 relative to the project history summary.

Motion by David C. Ketcham. Seconded by Christopher Blakely. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

VOTED to receive and file a copy of a July 5, 2006 letter from the RI Department of Administration, Minority Business Enterprise Commission to E.W. Burman, Inc., regarding minority business enterprise compliance.

Motion by Robert J. Martel. Seconded by G. Wayne Miller. The

motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

VOTED to receive and file the pre-application for federal assistance for brownfields cleanup prepared by Thomas J. Kravitz, Town Planner and Economic Development Coordinator, Town of Burrillville (dated June 28, 2006).

Motion by David C. Ketcham. Seconded by James H. Moran. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

III. REVIEW AND ACT ON INVOICES/EXPENSES

VOTED to pay invoice #063006B from Bernadette Schuster covering from June 1, 2006 through June 30, 2006 in the amount of \$430.10.

Motion by James H. Moran. Seconded by Christopher Blakely. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

VOTED to pay invoice #071306A to Bernadette Schuster in the amount of \$29.28 (for expenses).

Motion by David C. Ketcham. Seconded by James H. Moran. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

VOTED to pay invoice #472510 to the Providence Journal in the amount of \$780.67.

Motion by Robert J. Martel. Seconded by Christopher Blakely.

Discussion: There was discussion of the purpose of the Providence Journal advertisement, which was part of the public hearing notice requirement for CDBG funds. David C. Ketcham noted for the record that the Committee should be informed of expenses before they are incurred.

The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antoniello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

IV. REVIEW AND ACT ON CHANGE ORDERS: None

V. REPORTS:

It was noted that reports from the contractor and clerk of the works should be added as regular items of business for all regular meeting from this point forward.

A. ARCHITECT

Pamela Choi Redfern of Newport Collaborative Architects, Inc. introduced Richard Hawes, the project manager from E. W. Burman, Inc. Ms. Redfern indicated that the construction contract was being reviewed by Walter J. Kane, Town Solicitor. Ms. Redfern reviewed the procedure for moving forward with the project, including the contractor's submission of equal opportunity and minority business enterprise documentation to the state, state approval, signing of the contract and pre-construction meeting. Ms. Redfern reviewed the items discussed during a pre-construction meeting.

Victor D. Antoniello, Chair, instructed that the contract should show the correct project name: Jesse M. Smith Memorial Library. The contract was briefly reviewed and discussed.

Pamela Choi Redfern referred to discussion related to adding a boiler as an alternate. She suggested that after the contract was signed the general contractor could be asked to provide the price to add the boiler.

Pamela Choi Redfern discussed unit prices that had been reviewed

and indicated that most prices appeared to be appropriate. She discussed one exception (a 30" pipe), noting that the high price was related to increased petroleum prices.

Pamela Choi Redfern indicated that Michael C. Wood, Town Manager, had contacted her relative to considering options to utilize the soil brought to the site from Callahan School and testing of soils. The committee discussed the expense of testing, whether it was necessary, and questioned the appropriateness of the Library Building Committee absorbing the cost of testing. Ms. Redfern indicated that this soil might meet the criteria and possibly could be used in non-paved areas. The matter, she said, was being reviewed by Newport Collaborative's engineers.

B. LIBRARY ADMINISTRATION: No report

C. PLANNING DEPARTMENT

There was discussion of the start date of the project, which would be contingent upon a response from OLIS, as well as the solicitor's review. Thomas J. Kravitz, Town Planner & Economic Development Coordinator, reported on the status of EPA approval.

Thomas J. Kravitz, Town Planner & Economic Development Coordinator, noted that Joseph Raymond, Building Official, has requested a finalized version of drawings in order to address permits.

Ms. Redfern indicated that the bid packet delivered to Mr. Raymond contained the drawings, which had not been changed, although addendums had been issued. The addendums would be resent via email to Mr. Raymond, as well as members of the committee.

D. LIBRARY FUNDRAISING COMMITTEE

Sandra Mundy reported that the cookbook subcommittee of the fundraising committee was meeting on July 13, 2006. The committee continues to seek an honorary chair.

Linda Rivet of the Jesse M. Smith Library would be selling flowers from her garden to benefit the project.

VI. DISCUSS AND TAKE ACTION ON CONSTRUCTION BID: There was no further discussion.

VII. DISCUSS AND TAKE ACTION ON CLERK OF THE WORKS

It was noted that the clerk of the works must submit a certificate of insurance and that the solicitor would draft a contract for the clerk of the works.

VIII. DISCUSS AND TAKE ACTION ON ASSIGNING A PERSON FROM COMMITTEE TO ADDRESS ISSUES REQUIRING IMMEDIATE ACTION.

Chairman Victor D. Antonello reviewed discussion of appointing one or two committee members to authorize changes in an emergency situation, noting that the member(s) should be in town and readily available.

VOTED to nominate Victor D. Antonello and James H. Moran as the two committee members who are authorized to take action on decisions up to \$5,000 on behalf of the committee; and that any action taken would be brought up at the next regular meeting of the committee.

Motion by Christopher Blakely. Seconded by David C. Ketcham. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antonello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

Pamela Choi Redfern indicated that E.W. Burman had requested proof of the town's insurance. James H. Moran indicated that he would contact the Town Manager for documentation from the Rhode Island Interlocal Trust.

IX. DISCUSS GROUNDBREAKING CEREMONIES

There was a discussion of holding the groundbreaking on Sunday, September 10, 2006 at 1:00 P.M.

G. Wayne Miller would report at the next regular meeting. A tentative

guest list, invitations, advertising and location were discussed.

X. GENERAL DISCUSSION OF THE PROJECT

David C. Ketcham asked Pam Choi Redfern to review and report upon the cost of half-sets of project plans, which would be more convenient for committee members' use. Dr. Ketcham noted the difficulty of reviewing add-ons and change orders without reviewing the plans. It was noted that full sets are available in the building official's office and the planner's office. It was suggested that a set should be maintained in the town building for the committee's review during meetings.

James H. Moran recommended that a project status report be posted to the town website on a regular basis. It was suggested that a web cam would be set up on the town hall annex once construction begins.

There was discussion of returned plan deposit checks to project subcontractors. It was noted that it is the general contractor's responsibility to provide plans to the subcontractors and that the contractor should coordinate the list of subcontractors with the Town Clerk's office.

There was discussion of the town permit process and the procedure for having fees waived. The matter would be discussed with the

Town Manager.

It was noted that if the contract signature were scheduled in the coming week, Victor D. Antonello would be out of town; however, David C. Ketcham, Vice Chair, could be authorized to sign the contract if necessary.

VOTED that David C. Ketcham be authorized to sign the construction contract in the absence of the chair.

Motion by James H. Moran. Seconded by G. Wayne Miller. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antonello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

Note: The next regular meeting of the Library Building Committee was scheduled for Thursday, August 3, 2006 at 6:30 P.M.

XI. VOTED to adjourn.

Motion by James H. Moran. Seconded by G. Wayne Miller. The motion was unanimous by the six members present. Voting in favor of the motion were Victor D. Antonello, Christopher Blakely, David C. Ketcham, Robert J. Martel, G. Wayne Miller and James H. Moran.

The meeting was taped. The tape is on file with the record of the meeting.